



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: e-08/2023(Pur-Kol)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र
(वस्त्र मंत्रालय, भारत सरकार)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA
(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)

TENDER

For

Running of Photocopy Shop at NIFT Campus Kolkata

Tender No.: e-08/2023(Pur-Kol)

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	30/08/2023
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	19/09/2023 upto 2.00pm
Date and time of opening of tenders (Technical Bid)	21/09/2023 at 02.00pm

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

- Note:**
- 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.**
 - 2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.**

INTRODUCTION

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in Management to address the specialized needs of professional and students in the field on fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Rae Bareli, Shillong and Srinagar.

Founded in 1995, National Institute of Fashion Technology (NIFT), Kolkata is providing education in the field of Design, Technology and Management. NIFT Kolkata is one of the five oldest Centres among the NIFT fraternity and stands as a pioneer of fashion training and research.

Seal & Signature of the tenderer with date & seal



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NOTICE INVITING TENDER

NIFT, Kolkata invites **online** tender under two bid systems for “Running of Photocopy Shop at, *NIFT Campus Kolkata*” from eligible reputed Firms/Agencies having at least 03 (three) years work experience in executing similar kind of services/jobs in Central/State Govt. Department/PSUs/MNCs Reputed Academic Institutes/Organizations.

SUBMISSION OF BID AND AVAILABILITY OF TENDER DOCUMENT

i. Complete set of Bidding Document in English may be downloaded at free of cost from CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) and from NIFT’s website URL:<https://nift.ac.in/kolkata>.

Corrigendum/addendum, if any, shall be published only on the aforesaid website and separate communication in this regard will not be sent for the same to any individual.

ii. Instructions regarding submission of online bids are available at URL: <https://eprocure.gov.in/eprocure/app>

iii. Bids shall be submitted through online only. Manual / physical bids will not be accepted.

iv. On submission of online bid, please intimate the same to the e-mail ID: purchase.kolkata@nift.ac.in

RUNNING PHOTOCOPY SHOP

The details of the tender are given below:-

- a. **Description of Services:** Running Photocopy Shop at NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700106 for Faculty, Staff & Students for a period of one year
- b. Closing date & time for submission of bids: Mentioned above
- c. Date & time of opening of Bid:
 - i. Technical bid: Mentioned above (in presence of the tenderers of their authorized representatives.
 - ii. Financial Bid: After evaluation of Technical Bid
- d. Correspondence Address: National Institute of Fashion Technology, NIFT Campus Kolkata, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700106.

6. TERMS AND CONDITIONS

The tenderer submitting the tender document for running of Photocopy Shop should comply with the following terms and conditions.

1. The contract will be awarded on the basis of highest maintenance charges **(H-1)**. However, the minimum maintenance charges should be not be less than Rs.3,000/- per month plus applicable GST in addition to the payment electricity charges as per actual electricity consumption.

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2. The contractor should be ensured that the rate listed as per Annexure-I shall be display at the Shop and rates of the items will be mutually decided by contractor and the NIFT authority. Rates should not be charged more than the prevailing Market Rate.
3. The Selected vendor should be display the rate chart in front of NIFT Shop.
4. The contractor should be ensured to install good quality Photocopier Machines, B/W and Colour Printer and the rates will be charged as given below:

(A) Photocopying

i) A4 (B&W) with Paper	-Re. 1.50
ii) A4 (B&W) without Paper	-Re. 1.00
iii) A4 (coloured) with Paper	-Rs.10.00
iv) A4 (coloured) without Paper	-Rs.08.50
v) A3 (B& W) with Paper	-Rs.05.00
vi) A3 (B& W) without Paper	-Rs.03.00
vii) A3 (Coloured) with Paper	-Rs.18.00
viii) A3 (Coloured) without Paper	-Rs.15.00

(B) Printing

i) A4 with Paper (100 GSM)	-Rs.08.50
ii) A4 without Paper (100 GSM)	-Rs.06.50
iii) A4 with Paper (250 GSM)	-Rs.15.00
iv) A4 without Paper (250 GSM)	-Rs.12.00
v) A3 with Paper (100 GSM)	-Rs.12.00
vi) A3 without Paper (100 GSM)	-Rs.10.00
vii) A3 with Paper (250 GSM)	-Rs.20.00
viii) A3 without paper (250 GSM)	-Rs.15.00

(C) Binding

(i) Spiral (within 50 pages A4)	-Rs. 20.00
(ii) Spiral (within 50 pages A3)	-Rs. 50.00
(iii) Spiral (above 50 pages upto 100 pages A4)	-Rs. 30.00
(iv) Spiral (above 50 pages upto 100 pages A3)	-Rs. 75.00
(v) Rexine Golden Emboss (A4)	-Rs. 150.00
(vi) Rexine Golden Emboss (A3)	-Rs. 200.00
(vii) Paper Binding (A4)	-Rs. 100.00
(viii) Paper Binding (A3)	-Rs. 150.00

(D) Lamination

(i) ID Card/Aadhar Card/Pan Card/Voter Card etc.	-Rs.20.00
(ii) Certificate (A4)	-Rs. 50.00
(iii) Certificate (A3)	-Rs. 70.00

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5. Tenders shall submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
6. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered. However, if bidder is exempted by NSIC/MSME certificate then No need to deposit EMD. Certificate of NSIC/MSME is required to be submitted.
7. The name and address of the tenderer shall be clearly written in the space provided and no overwriting corrections. Insertion shall be permitted in any part of the tender. The tender should be filled in and upload in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.
8. The tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.
9. Individual signing the tender or other documents connected with the tender must specify whether he sign as:
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it is a partnership firm, in that case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - (iii) Director or Principal officer duly authorized by the Board of Directors of the company
 - (iv) In case of (ii) a copy of the partnership agreement of general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender papers. In case of partnership firm. Where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the board of directors and a copy of the resolution attested by the principal Officer should be attached.
10. A demand draft of **Rs. 1,000/-** is required to be deposited as Earnest Money Deposit in favour of "National Institute of Fashion Technology" payable at Kolkata. The Earned Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions. (Not applicable in case of exempted by NSIC/MSME certificate)
 - (i) An agreement is signed by him in the prescribed form after the receipt of the letter awarding the contract.

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- (ii) The photocopy Shop shall commence from the date mentioned in the letter awarding the contract.
11. The contractors shall be responsible for engaging adequately trained manpower required for providing Services in the Institute and arrange payment to the staff engaged as per Labour laws, minimum wages Act, PF, ESI & GST provisions etc.
 12. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty.
 13. The contractor will, prior to the commencement of the operation of contract, make available to NIFT to the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report for the employees, should be enclosed.
 14. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages of Labour Law, West Bengal State in force and all statutory dues to the persons employed by him. The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child laborers shall be permitted by NIFT under this contract whatsoever under any circumstances. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws without fail. In the event there is any violation of any contractual or statutory obligations regarding the personnel/labor, the contractor shall be responsible and liable for the same wholly. Further, in the event any claim, action or suit is imposed against NIFT. The contractor shall be required to reimburse to NIFT any payment made under such orders of judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payment due to the contractor while settling the payments.
 15. The contract shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions. The contractor once awarded can be terminated by either party after given one month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without (any notice in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
 16. The contractor shall be liable with regards to compliance of all the laws, regulation, rules and directions give by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the State of West Bengal including registrations with Provident Fund, Copy of Right-Acts, Employees State Insurance, etc. An attested copy of all such statutory registrations shall be enclosed to the tender. The attested copy of all such statutory registrations shall be enclosed to the tender. The contractor shall comply with all the statutory regulations on control and regulation of piracy issued and revised from time to time.

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17. The contractor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the NIFT in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
18. NIFT shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify NIFT in case of any damage, which may arise on account of action of contractor.
19. Service to be provided by contractor are indicated in the Annexure-I attached.
20. Tender shall be accompanied by the relevant documents including the following: -
 - (i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided service.
 - (ii) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - (iii) Certificates in support of all statutory registrations including GST.
21. The Contractor will follow the instructions of designated officers of NIFT and report to him every month to make checks on day to day activities of the services rendered. The contractor shall extend full co-operation to the designated officer from time to time.
22. On termination of the agreement, the contractor will hand over the building, all the equipments/ articles as supplied by the NIFT in good working condition back to NIFT.
23. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
24. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
25. The contractor will work in close co-operation and co-ordination with other agencies working at site.
26. The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of NIFT and the occupants, while ensuring weekly offs of his/her employees as per statutory requirements.

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27. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. the division of the Designated Officer in this regard shall be final and binding on the contractor.
28. NIFT is not bound to provide any mode of transport in respect of men material required for the contract.
29. The contractor shall at all items indemnity and keep indemnified the Principal Employer, the Head of the Officer and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property of person of any sub-contact and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under workman's Compensation Act/Fatal Accident Act, Personal Injuries, employees State Insurance Act, PF Act and /or their industrial Legislation from time to time in force.
30. The payment towards supply of Service for Officials shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of the bills statement indicating department wise amount. The original requisition slips duly signed by authorised officials. should also be attached with the bill. Income Tax (TDS-IT) and TDS GST, as applicable at prevailing rate will be deducted at source.
31. The contractor shall deposit **Rs.10,000/-** as Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of any, of the contractor to NIFT. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will be refunded.
32. The workmen employed by the contractor shall be directly supervised and controlled by the contractor, and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIFT for service or legalization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.
33. The work executed shall be to the satisfaction of the LPC Members of the NIFT Kolkata.
34. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
35. The location may be changed from time to time as per the convenience of NIFT keeping its academic requirements as their utmost priority. The place and its interior so identified for locating the services has to be suitably designed and modified by the contractor at this own cost. The interiors so created by the contractor for Officer and Academic and Students equipments will

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have to be dismantled and taken away by the Contractor at the termination of contract and clear site along with the fixtures and fittings have to be handed over to NIFT in the same condition.

36. An agreement on Non-judicial Stamp paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT within one month from the date of receiving of work order and the same should be notarised by the contractor at his own cost.
37. All disputes are subject to Kolkata Jurisdiction only.

Services to be provided by NIFT Photocopy Shop

During continuance of the Contract of Photocopy Shop the agency, Contractor shall take over the responsibility for providing all the service (As per enclosed Annexure-I.

The scope of service to be rendered under this agreement includes the following:

1. To run the Office, Academic and Students service (As per enclose annexure-I) by making his own investment and stock as per the requirement of NIFT authorities and students specified from time to time.
2. To provide the services to NIFT and students at competitive rates. This shall not be more than the Market Rate.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, etc.
4. To provide access to the committee constituted by NIFT campus for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee/management of NIFT.
5. To display rates of all service in the shop
6. The contractor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
7. The contractor is required to obtain all local licenses for running the photocopy zone as per the requirement of stature in force and revise from time to time.
8. The contractor shall indemnify NIFT against any liability towards noncompliance of any of the statutory obligations required to be fulfilled while operating such services in the premises of NIFT.
9. Subletting of contract shall not be permitted.
10. NIFT administration & student shall have freedom to procure service from open market.
11. NIFT will not be responsible to provide any residential accommodation to personnel deployed by the contractor.

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UNDERTAKING BY THE TENDERER

We have carefully gone through all above various terms and condition for provision of Photocopy Shop at NIFT. We agree to all these conditions and offer to provide Services at NIFT. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have inspected the institute premises, and have acquainted ourselves with the tasks for providing of service, before making this offer. We hereby sign undertaking in token of our acceptance of various conditions listed above.

.....
Place

.....
Signature of Tenderer

Seal &Signature of the tenderer with date & seal



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Annexure-"I"

ANNEXURE-II

TECHNICAL CRETERIA

Sl. No.	Particulars	Mention 'Yes' or 'No'
01.	Whether Demand Draft of Rs.1,000/- as EMD submitted (if applicable)	
02.	Whether capable & agreed to submit Rs.10,000/- as Security Deposit within 15 days of receiving of the Work Order if selected	
03.	Whether 'Undertaking', attached with this tender document, has been submitted after duly signed	
04.	Whether document in support of having minimum three (3) years experience in executing/ rendering similar kind of jobs.	
05.	Whether copy of <u>Trade License</u> for this kind of job enclosed	
06.	Whether copy of <u>PAN</u> enclosed	
07.	Whether copy of <u>GST</u> Registration enclosed	
08.	Whether copy of <u>Income Tax Return</u> for the last three years submitted (Financial Year: 2019-20, 2020-21, 2021-22 and 2022-23 (any three))	
09.	Whether agreed to abide all the T&Cs of this tender	

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ANNEXURE-III

Financial Bid
(Photocopy Shop at NIFT Campus)

Maintenance Charges:

Minimum Maintenance Charges for Photocopy Shop :
Rs.3,000/- per month + GST

“I/we (Sh./Smt.....) on behalf of
M/s.....(company name) undertake to carry out the
above service and willing to pay the Maintenance Charges of Rs.....
per month (+ GST).

NOTE:

- #1 The ‘Highest’ Maintenance Charges will be the deciding factor
- #2 The maintenance charges should NOT be less than Rs.3,000/- plus GST per month
- #3 Electricity Charges will be additional and on actual (monthly basis)
- #4 GST is subject to change and will be considered as may be fixed by the Govt. from time to time
- #5 The Financial Bid, if found not in order, may not be considered even after qualifying in the Technical Bid

(Signature with Office Seal)

Date:

Name: _____

Designation: _____

Company: _____

Contact No: _____

Email ID: _____

Seal &Signature of the tenderer with date & seal